LEAVE OF ABSENCE

STUDENT INFORMATION:

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<tr>
<th>First Name:</th>
<th>Student Number:</th>
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<tr>
<th>Email:</th>
<th>Degree (e.g. PhD, MA):</th>
<th>Program Name:</th>
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Please see [http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,191](http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,191) for Senate policy V-302 Graduate Student Leaves of Absence.

IMPORTANT: Access to the University’s facilities and resources, including faculty supervision, while on a leave of absence may be limited. See “List of on-leave resources” here: [https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status](https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status)

Students must provide appropriate documentation for any and all types of leave. Requests for leave must be accompanied by a memo from the student stating his/her reasons for requesting a leave of absence.

**Type of Leave Requested (pick one). NOTE: ALL information is required.**

- **Parental**
  A graduate student who is bearing a child or who has primary responsibility for the care of an infant or young child is eligible for parental leave. Parental leave is normally limited to 12 months per childbirth or adoption (including multiples).

- **Health**
  - **Supporting documentation from the clinician providing primary care or Access and Diversity is attached.**
  A graduate student who encounters a health problem that significantly interferes with the ability to pursue his or her course of study is eligible for a leave for health reasons. Requests for a leave for health reasons must be accompanied by appropriate supporting documentation from the clinician providing primary care for the health problem. A leave for health reasons is normally limited to 12 months.

- **Professional**
  - **Employer or activity:**
  A graduate student who wishes to suspend his or her course of study in order to take a relevant work or professional development experience may be eligible for professional leave. Professional leave is normally limited to 12 months.

  **IMPORTANT:** International students who are planning to work in Canada should consult with an International Student Advisor about whether or not their student visa will allow this.

- **Personal**
  - **Supervisor (in the case of thesis-based programs) and graduate advisor have discussed the implications of personal leave with the student, and the student has provided reasons for requiring a personal leave.**
  A graduate student who encounters personal circumstances that significantly interfere with the ability to pursue his or her course of study may be eligible for personal leave. Personal leave is normally limited to 12 months.

- **Leave to Pursue a Second Program of Study**
  - **Program:**
  Following consultation with his/her program advisor and graduate supervisor, a graduate student may apply for a leave of absence from one program to pursue a second course of study. Leave for a second program of study may exceed 12 months.

**Dates requested:**
A leave will normally begin on the first day of September, January, or May and will be granted for a period of 4, 8, or 12 months.

**Leave of absence requested from:** [Date (first day of a term)] to [Date (last day of a term)]
REQUIRED: Copy of student's request for leave of absence, giving reasons for making the request.

☐ Memo or email from student attached

Does student have any Awards?  ☐ Yes  ☐ No

NOTE: Students must be in good financial standing in order to be granted a leave of absence, i.e. they may not be on financial hold due to outstanding tuition fees.

Is leave request within UBC policy?

Maximum total duration of all leaves of absence allowed (except Leave to Pursue a Second Program of Study):

Doctoral students: 24 months  Master’s students: 12 months

Is leave within student’s maximum total duration?  ☐ Yes  ☐ No. We are requesting an exception to policy V-302.2.

☐ If no, memo from grad advisor is attached stating reasons for requesting an exception.

By signing below, we confirm that we have read Senate Policy V-302.2. We understand that:

☐ Access to the University’s facilities and resources (including faculty supervision) while on a leave of absence are limited, as are resources provided to students from outside UBC. Students on leave are responsible for ensuring that they understand what resources will and will not be available to them.

☐ The student is expected to not undertake any academic or research work related to his/her program while on leave.

☐ Awards payments will be suspended until return from leave. There may be some exceptions for students on parental leave.

See https://www.grad.ubc.ca/current-students/scholarships-awards-funding/award-holders-guide#leave_from_program

☐ The student cannot hold student service appointments (TA, RA) while on leave.

☐ The student will be assessed an on-leave fee by Enrolment Services.

Student Affirmation:

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<tr>
<th>Signature</th>
<th>Name (please print)</th>
<th>Student number</th>
<th>Date (yyyy/mm/dd)</th>
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Confirmation and Approval of Supervisor:

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<th>Signature</th>
<th>Name (please print)</th>
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Confirmation and Approval of Graduate Program Advisor or Head of the Graduate Program:

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Graduate Studies use only:

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<th>Date of Approval</th>
<th>Signature of G+PS Clerk</th>
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Leave Granted:  ☐ 1L  ☐ 1X  ☐ 2L  ☐ 2X

New Program End Date:  

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